



CITY OF PHILADELPHIA

POLICE DEPARTMENT
HEADQUARTERS: FRANKLIN SQ
PHILADELPHIA, PA 19106

SYLVESTER JOHNSON
COMMISSIONER

4/22/03

Council Member Sharon McPhail
Detroit City Council
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1340
Detroit, Michigan 48226

Dear Council Member McPhail:

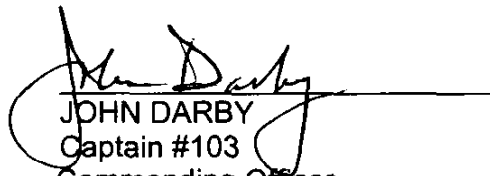
In response to your request for information concerning the Philadelphia Police Department's Missing Person Procedures and Personnel, the following is forwarded:

1. The Philadelphia Police Department (PPD) does not have an annual budget allocated solely for Missing Persons. Missing Person cases, whether adult or juvenile, are assigned to Detectives/Investigators in all of the city's six (6) geographic divisions as a part of their regular workload. The PPD does have a Long Term Missing Person Section (LTMPs) that investigates persons who are missing for over thirty (30) days. The LTMPs is a subdivision within the Special Victims Unit.
2. The LTMPs consists of two (2) investigators, under the supervision of a Special Victims Unit Lieutenant.
3. There are precinct (district) level costs/functions related to missing persons. Uniform Patrol Police Officers respond to "911" calls of a "missing person" and calls of a "returned missing person". Uniform Police Officers also assist in the search for missing persons reported with special circumstances, i.e. – persons with medical/mental conditions and juveniles under the age of ten (10) years.
4. The PPD handled 7,305 missing person reports in the year – 2002; of these 49 remain active. The PPD handled 7,101 missing person reports in the year 2001 of these 12 remain active. The PPD traditionally has a clearance rate of over 99.9% of all missing person cases reported.
5. The PPD investigated 6,081 missing juvenile reports in the year – 2002; and 5,879 missing person cases in the year - 2001. The PPD traditionally has a clearance rate of over 99.9% of missing juvenile cases.

6. A copy of the Philadelphia Police Department's Directive on Missing Persons is attached.
7. At the present time there are no new proposals or initiatives being considered by the PPD concerning Missing Persons. However, the PPD has recently begun a procedure of taking DNA samples from relatives of persons who have been missing for an extended period. This DNA is to be utilized as a means of identification.
8. As per PPD regulations, the uniform patrol officer takes the initial Missing Person report. The initial report is assigned to a Detective/Investigator. The Detective/Investigator has responsibility of the case for thirty (30) days. In the event that the missing person has not been located within thirty (30) days, the case is reassigned to the Long Term Missing Person Section of the PPD's Special Victims Unit.
9. Missing Person information can be gotten from the PPD's computerized Incident Transmittal System. Missing Persons are designated with a Uniform Crime Reporting code. For example, Missing Adults are coded as "3501" and Missing Juveniles are coded as "3551". Information concerning case leads/progress is kept with the individual Missing Persons case file. This file is maintained by the assigned investigator.
10. The investigation and reporting of missing children is addressed in PPD Directive #51 – Missing Persons (attached).

Please feel free to contact me directly at my office if additional information is required, or would be helpful to your survey.

Respectfully,


JOHN DARBY
Captain #103
Commanding Officer
Special Victims Unit
5301 Tacony Street, P.O. Box 105
Philadelphia, PA 19137
215-685-1189

Attach.

SUBJECT: MISSING PERSONS

I. POLICY

- A. A report of a missing person will be accepted by personal interview from responsible adults (parents, physician, legal guardian, next of kin over the age of 18, etc.) closely connected with the subject.
- B. The determination of the category of reported missing persons will be made by a Detective or Juvenile Aid Division Supervisor.
- C. Whenever a National Crime Information Center (NCIC) inquiry is made concerning an adult, and the inquiry lists the person as missing, the District or Division Lieutenant will decide if further detention or investigation is warranted.
- D. All adult missing person information will be entered into the PCIC system by the assigned investigator unless the investigative supervisor authorizes immediate NCIC entry.
- E. All juveniles under 18 years of age will automatically be entered into the PCIC and NCIC systems.
- F. When conducting the follow-up interviews, the assigned investigator will attempt to identify facts which support or negate the missing person categories.

II. MISSING PERSON CATEGORIES

- A. The following categories have been formulated by the Federal Bureau of Investigation and adopted by the Pennsylvania State Police as criteria for entry of missing persons into the NCIC and CLEAN systems.
 - 1. DISABLED PERSONS -- A person of any age who is missing and is proven to be physically or mentally disabled, or is senile, thereby subjecting themselves or others to immediate danger.
 - 2. PERSONS INVOLUNTARILY MISSING -- A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abducting or kidnapping.

B. District Operations Supervisor Responsibility

1. Require persons reporting disappearances in person (walk-ins) at the district to sign full name (in ink) in block captioned "Absence Reported By" on work copy of Missing Person Report (75-74A).
 - a. Type name in the same block above signature.
 - b. Sign approval, in ink, in space marked "Signature of Supervisor."
2. Check accuracy of information with the person reporting subject missing when contacted by the reporting officer from the scene via phone.
3. Give work copy of Missing Person Report (75-74A) to assigned investigator.
4. Ensure that each missing person reported has a separate DC Number.
5. In instances where the missing person falls under criteria category 1, 2, or 3 (Section II-A), or is under 10 years of age (tender age):
 - a. Send a General Radio Message (GRM) and request that message be repeated each hour for the next four (4) Hours.
 - b. Send a General Computer Message to "All Commanding Officers," including all information contained in the GRM, the GRM Number, and any other pertinent information.
 - c. Send a computerized Complaint or Incident Report (75-48) to the respective investigating unit.
 - d. Forward any other additional information to the investigative unit via telephone.
 - e. Record all action taken on the Sending and Receiving Sheet (75-67).
6. All missing persons are presumed missing from their home residence. The report classification will be in accordance with the Philadelphia Classification and Coding Manual (3500 Series).

3. When kidnapping, foul play, or injury by accident is suspected, coordinate an investigation with the Detective Division.
 - a. Juvenile Aid Division will be responsible for all investigative reports unless foul play, kidnapping, or injury by accident actually occurred, in which case, the appropriate detective division will assume primary responsibility for reports.
 4. Determine missing person category after consulting with assigned investigator.
 5. When a child under 10 years old (tender age) is reported missing:
 - a. Notify Detective Headquarters, who will assign a Lieutenant to ensure that proper coordination between Juvenile Aid Division and Detective Headquarters is effected in those cases where investigation by detectives is necessary.
 - b. Complete information will be disseminated without delay to ensure that these cases are made a major concern to all police personnel.
 - c. The ranking supervisor of the Juvenile Aid Division will have a photograph of the missing child telecast over the Department's CCTV system until the child is located.
 6. Ensure transmission of all additional messages.
- B. Juvenile Aid Division Investigator Responsibility
1. Investigate all missing persons under 18 years of age with the exception of emancipated juveniles who will be investigated by the pertinent Detective Division.
 2. Ensure that a computerized Missing Person Report (75-74) is entered into the appropriate pre-formatted computer display.
 - a. Check yes on the NCIC block of the computer display.
 - b. The original computerized 75-74 and the prepared Supplemental Investigation Report (75-52) are stapled and forwarded to Reports Control.
 - c. Enter an individual computerized Missing Person Report (75-74) for each missing person using a separate District Control number for each.

2. Following an investigation, the Detective Supervisor will ensure that the person is not classified as missing when the investigation discloses no unusual or suspicious circumstances and the missing person is believed to be of sound physical and mental health, is over 18 years of age, and is absent for any of the following reasons (Code 3507):
 - a. Domestic discord
 - b. Parental discipline
 - c. Desire to be self-supporting
 - d. Financial or personal problems
 - e. Evasion of arrest or service of legal process
3. Ensure that the investigation of above identified cases is closed out by the investigator on the computerized Missing Person Cancellation (75-52MP) and the required interviews be submitted on the standard 75-52.
4. Ensure that a periodic follow up by the assigned investigator is made with the person reporting the absence to determine if the subject has returned voluntarily.
5. Ensure transmission of all additional messages and entry of missing person information into the NCIC system by the assigned investigator.
6. Check that all action taken by investigator was proper prior to signing report.
7. Decide which agency conducts the investigation.
 - a. Investigations for adult missing persons and for emancipated juveniles will be conducted by the detective division of residence of the missing person.
 - b. When the missing person was last seen in another detective division, that division will assign a detective to assist in the investigation.
 - c. Missing persons from outside Philadelphia but who are believed to be in Philadelphia will be investigated by the detective division in which the person was last known to be or was en route to, as directed by the Duty Captain, Detective Headquarters.

B. Investigator Responsibility

1. To conduct an intensive investigation for missing persons classified as adults and emancipated juveniles. This will include the applicable responsibilities as listed in Section V-B of this directive.

B. A typewritten Supplemental Report (75-52) will be prepared for:

1. Status Reports - results of follow-up investigation (prior to location/return of missing person).
2. Results of interview of located missing person - when pre-formatted Missing Person Cancellation (75-52MP) is insufficient to record obtained information.

IX. HOMICIDE DIVISION RESPONSIBILITIES

A. The Homicide Division will investigate all missing person cases when there is reason to believe the person may be dead. After entry into investigation, all subsequent reports will be processed by the Homicide Division.

X. MESSAGES

A. Out-of-Town Messages

1. The ranking division supervisor will ensure that the message is approved by the Detective Bureau Captain/Inspector.
2. The assigned Juvenile Aid investigator must have the approval of Juvenile Aid Division command personnel before sending the message.
3. The assigned Detective Division investigator must have the approval of the ranking division supervisor on duty before entering any missing adult information into NCIC.

B. At the time the person is located, the ranking division supervisor will ensure that any GRMs, computer messages, and NCIC/PCIC entries are cancelled properly through pre-formatted Missing Person Cancellation (75-52MP).

XI. OUT-OF-TOWN MISSING PERSONS CASES

A. The Duty Command Officer, Detective Headquarters, will determine what action is to be taken on all requests by out-of-town law enforcement agencies seeking information regarding missing persons.

XII. MISSING PERSON BULLETINS AND CIRCULARS

A. Missing Person Bulletins

1. The District Operations Supervisor on each tour of duty will:
 - a. Check names listed on Missing Person Bulletins against defendants slated on Arrest Register.

B. Missing Person Report (75-74MP) Computerized Printout

1. 1st Copy - Reports Control (attach original 75-52, if any)
2. 2nd Copy - Filed in Missing Persons Section of pertinent investigative unit
3. 3rd Copy - Detective Division File (all ages)
4. 4th Copy - Assigned Investigator

NOTE: A copy of the entered computerized Missing Person Report (75-74MP) will automatically be sent to all Police Department agencies, to the Missing Person Section (Room 107 PAB), and to Data Processing Unit for entry into the PCIC and/or NCIC systems as indicated on the preformatted screen.

C. Missing Person Affidavit Verification (75-571)

1. Original - Detective Division
2. Carbon Copy - Assigned Investigator

D. Missing Person Cancellation (75-52MP) Computerized Printout

1. 1st Copy - Reports Control
2. 2nd Copy - Filed in Missing Persons Section of pertinent investigative unit
3. 3rd Copy - Detective Division (all ages)
4. 4th Copy - Assigned Investigator

NOTE: A copy of the Missing Person Cancellation (75-52MP) will automatically be sent to all Police Department agencies, to the Missing Person Section (Room 107 PAB), and to Data Processing Unit.

E. Supplemental Investigation Report (75-52) When Required

1. Original - Reports Control
2. Canary (1st Carbon) - Juvenile Aid Division
3. Pink (2nd Carbon) - Detective Division (all ages)
4. Goldenrod (3rd Carbon) - Agency File
5. Blue (4th Carbon) - Assigned Investigator
6. Green (5th Carbon) - Exchanged between Investigators

APPENDIX "A"

*2 MISSING PERSON AFFIDAVIT VERIFICATION (75-571)

FOOTNOTE	GENERAL #	DATE SENT	REVISION
1	8040	4/17/86	CHANGE
2	4458	12/15/86	CHANGE
3	8752	10/15/91	ADDITION
see below	0444	11/29/89	PROCEDURE
	6540	07/08/92	CHANGE

GEN. 0444 11/29/89

1. At the direction of the Police Commissioner, the Department will come into compliance with Federal rules concerning the housing of certain types of juvenile offenders. The following procedures will go into effect 12:01AM on 12/1/89.
2. The applicable Federal rules states that "Status Offenders may not be held securely and must be sight and sound observable."

Definitions:

"Secured Custody" -- secured custody begins when a person is placed in a locked room, cell or is handcuffed to a stationary object such as a cuffing rail or bench.

A juvenile is not considered in "Secured Custody" while being transported even if handcuffed and in a locked wagon.

For purposes of processing only, the booking area or slating areas of a police department are considered to be non-secure areas as long as the juvenile is not held securely by being handcuffed to an object. When the processing is completed, the juvenile must be removed from this area.

"Status Offender" -- A juvenile in custody under circumstances that would not be grounds to hold a person who is 18 years of age.

Status Offenders are curfew violators, missing persons, and truants.

As per present police department policy, juveniles found to be truants with no other charges, are not to be brought to any police facility.

Important note: -- This rule is not applicable if in addition to a "Status Offense," the juvenile is in custody for a criminal charge. It also does not apply if the juvenile is in custody for the investigation of a criminal offense.

It is important that the reason a juvenile is in custody be accurately stated on the flow chart as this will be the method of monitoring compliance, which will be done by the State. J.A.D. personnel will request this information when issuing flow chart control numbers.

3. Failure to comply could jeopardize the disbursement of Federal funds to the city.
4. At the present time, certain modifications to juvenile holding rooms are taking place at a number of districts throughout the city. These include removing the locks and installing a security bell which will sound should the door be opened.
5. The following districts have been selected to be designated as non-secure holding facilities for status offenders. They will receive status offenders from the designated feeder districts:

NON-SECURE DISTRICT

FEEDER DISTRICT

	1st	1st, 3rd, 4th, 17th
	6th	6th, 9th
	23rd	22nd, 23rd
*	39th	5th, 9th
	26th	24th, 25th, 26th
	8th	2nd, 7th, 8th, 15th
	14th	14th, 35th
*	19th	16th, 19th
	12th	12th, 18th, 77th

90th and 92nd districts will use nearest non-secure facility to place of arrest.

- * The 19th and 39th districts will require more extensive modification. Until they are operational, status offenders will be housed as follows:

DISTRICT OF ARREST

HOLDING DISTRICT

5th	14th
39th	23rd
16th, 19th	12th

6. Patrol personnel should be directed that status offenders taken into custody should be transported to the appropriate non-secure facility.
7. The Operations Room Supervisor should ensure that status offenders are placed in the designated non-secure room and not handcuffed to a cuffing rail or stationary object.

DIRECTIVE 51
APPENDIX "A"

8. When obtaining a flow chart control number from Juvenile Aid Division, supply J.A.D. with the reason the juvenile is in custody. Ensure that this reason is recorded on the flow chart.
9. It is expected that the Department will house approximately 12 juveniles per week on a city-wide basis under these guidelines.
10. Any questions concerning this policy should be directed to the Juvenile Aid Division.

GEN. 6540 07/08/92

1. As a result of the de-centralization of the Juvenile Aid Division, all references to J.A.D. Investigators should be changed to Juvenile Investigators in the division of occurrence. References to J.A.D. supervisors should be changed to Detective Division supervisors.

DIRECTIVE 51
APPENDIX "A"